

# V&IOVIS<sup>SM</sup>

## JOB DESCRIPTION FORM

<b>Job Title:</b> Dental Auxiliary/Hygienist	<b>Reports to:</b> Sr. Business Manager
<b>Department:</b> Dental	<b>Location:</b> A1

### **Job Summary:**

Reports directly to the Sr. Business Manager and responsible for performing the primary duties of the dental hygienist which include cleaning and polishing teeth, instructing patients in good oral hygiene habits and after care for dental treatments rendered, and providing other preventative dental care, and work chairside, as needed with the dentist during examination and treatment.

### **I. Essential Duties and Responsibilities:**

1. Performs all the duties and responsibilities outlined in the job description of Dental Assistants I and II.
2. Feels and visually examines gums for sores and signs of disease.
3. Charts conditions of decay and disease for diagnosis and treatment by dentist.
4. Feels lymph nodes under patient's chin to detect swelling or tenderness that could indicate presence of oral cancer.
5. Applies fluorides and other cavity preventing agents to arrest dental decay.
6. Examines gums, using probes, to locate periodontal recessed gums and signs of gum disease.
7. Exposes and develops x-ray film.
8. Provides clinical services and health education to improve and maintain oral health of school children.
9. Removes excess cement from coronal surfaces of teeth.
10. Makes impressions for study casts.
11. Places, carves and finishes amalgam restorations.
12. Performs SCRIP, gross scaling, periodontal maintenance, prophylaxis and fluoride treatments.
13. Conducts dental health clinics for community groups to augment services of dentist.
14. Removes sutures and dressings.
15. Places and removes rubber dams, matrices, and temporary restorations.
16. Performs other duties that may be assigned from time to time.

### **II. Experience & Specifications:**

1. Graduate of Associate Degree or two (2) year course in Dentistry; License is required
2. Minimum of 3 years experience and with impressive track record in performing the primary duties of the dental hygienist which include cleaning and polishing teeth, instructing patients in good oral hygiene habits and after care for dental treatments rendered, and providing other preventative dental care, and work chairside, as needed with the dentist during examination and treatment.
3. Must have the appropriate level of behavioral maturity and patience in handling patients.
4. Must have the diplomacy and tact in handling difficult and irate patients.

5. Very good interpersonal relationship skills and can work and relate well with co-employees, patients and customers.
6. Outstanding communication skills and persuasiveness, specially the ability to communicate instructions and procedures for treatments, keeping the patients and giving them the desired level of comfort and confidence.
7. Must have strong sensitivity to the needs and anxieties of patients and the ability to motivate patients to undergo treatments and/or procedures.
8. Very good manual dexterity skills
9. Strong ethics and a high level of personal and professional integrity.
10. Knowledgeable of federal and state laws and requirements relating to healthcare management.
11. Computer literate and very highly proficient in using MS office programs.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without accommodation.

While performing the duties of this job, the employee is frequently required to sit for extended hours, communicate clearly via speech, use hands to finger in repetitive motion, handle, or feel objects, tools or controls, reach with hands and arms, balance, talk, hear conversations or sounds as well as via radio or telephone. The employee must be able to occasionally sit for long hours, drive a car or travel to other locations. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Occasionally; the employee might be exposed to unpleasant and or stressful situations.

**Work Environment:**

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is exposed to lights, office equipment such as computer monitors, faxes etc. in a clinical setting. The noise level in the work environment is usually low.